

- Procedure:** Setting Up a Horizon-Wimba Session
- When Done:** Whenever you're going to run a web-conference using Horizon-Wimba and you need to update or create your meeting room.
- Tools/Materials:** Computer with internet access and a user ID and password for the Horizon-Wimba system.
- Getting Started:** This process needs to be completed before you administer your live session. You need to be logged into the administration features of Horizon Wimba and have your room open.

Steps:

1. Log on to "http://fws.horizonwimba.com/admin".
2. Enter your user ID "FirstLastname" and password "fws".



National Conservation Training Center U.S. Fish & Wildlife Service

Administration Tools Login

Please enter your Administrator username and password.

Username: DonTollefson

Password: ●●●

Enter

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3. Decide whether you're updating an existing room or setting up a new room.

IF ROOM TYPE IS:	Then you should:
New	<ul style="list-style-type: none"> • Click on the "New Room" button • Create and enter a room ID • Create and enter a room name • Click on the "Create Room" button • Click on the "Rooms" tab
Existing	Go to step 4

4. Click on the room name – it's a hyperlink.
5. Decide what you want to do to your room content.

YOU WANT TO:	Then you should:
Leave it alone	Go to step 6
Change it	<ul style="list-style-type: none">• Go to the job aid called “Adding a PowerPoint Presentation or Web Site to Your Room” or “Adding a Quiz to a Horizon Wimba Room”• Follow the directions for what you want to do• Go to step 6
Add new content	

6. Decide what you want to do to your media settings:

NOTE: DO NOT select the video option. NCTC does not support this option.

YOU WANT TO:	Then you should:
Leave it alone	Go to step 7
Use a third-part conference call	<ul style="list-style-type: none">• Click on the “Media” tab• Select “Third-party Conference Call” in the dropdown menu• Select “No Archive Needed”*• Click on the “Save Changes” button
Stream your audio	<ul style="list-style-type: none">• Click on the “Media” tab• Select “Audio Only” in the dropdown menu• Select “Horizon Media Audio”• Click on the “Save Changes” button

* NOTE: If you want to archive a conference call, you must contact the NCTC Horizon Wimba system administrator.

7. Decide if you want to give instructor and/or administrator access to anyone else.

GRANT ACCESS?	Then you should:
No	Move on to step 8
Yes	<ul style="list-style-type: none">• Click on the “Access” tab• Scroll to the “Users” section• Click in the box next to the user ID under the proper column (Instructor and/or Administrator) to give access to that user• Click on the “Save Changes” button

8. Open your room up by clicking on the “Open this Room” button.

